

# City of Madison Parks and Recreation Department

## Palmer Park and Dublin Park Field/Court Usage Agreement

Effective February 1<sup>st</sup>, 2009, the fees listed below will be charged for the use of the Palmer Park and Dublin Memorial Park Outdoor Facilities. All requests for reservations are first come, first serve. Requests will be granted based on availability of area requested for use. The City of Madison Parks and Recreation Department has the right to refuse to reserve anyone or any group upon their discretion. All persons or organizations requesting the use of the facility will be responsible for set up and clean up of any and all areas reserved. All fees must be paid in full upon completion of reservation form. Fees will be charged according to the times reserved and persons and/or organizations that do not vacate the areas reserved on time will be charged an overtime fee. Cancellations must be submitted in writing to the facility scheduler at least 72 hours in advance, unless due to an emergency. Refunds will only be issued if the cancellation process is followed. Any persons or organization reserving the facility will be held responsible for any and all damages to areas reserved and any special equipment used.

### **ABSOLUTELY NO ALCOHOLIC BEVERAGES ALLOWED**

Name of Applicant: \_\_\_\_\_

Civic Organization/Group: \_\_\_\_\_

Purpose of Reservation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Dates Requested: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ Lights Needed: \_\_\_\_ Yes \_\_\_\_ No

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

FACILITY REQUESTED: \_\_\_\_\_ TOTAL FEES DUE: \_\_\_\_\_

Field/Court without lights \$15.00 per hour Tournaments: \$25 per game

Field/Court with lights \$25.00 per hour Diamond Dry: \$10 per bag

Dublin Park Soccer Field: \_\_\_\_ #1 \_\_\_\_ #2 \_\_\_\_ #3 \_\_\_\_ #4 \_\_\_\_ #5 \_\_\_\_ #6 \_\_\_\_ #7 \_\_\_\_ #8 \_\_\_\_ #9

Dublin Park Tennis Court: \_\_\_\_ #1 \_\_\_\_ #2 \_\_\_\_ #3 \_\_\_\_ #4 \_\_\_\_ #5 \_\_\_\_ #6 \_\_\_\_ #7

Palmer Park Soccer Field: \_\_\_\_ International \_\_\_\_ McEvoy \_\_\_\_ Upper \_\_\_\_ Middle  
\_\_\_\_ Lower \_\_\_\_ Lower Lower

Palmer Park Baseball Field: \_\_\_\_ #0 \_\_\_\_ #1 \_\_\_\_ #2 \_\_\_\_ #3 \_\_\_\_ #4 \_\_\_\_ #5 \_\_\_\_ #6 \_\_\_\_ #7  
\_\_\_\_ #8 \_\_\_\_ #9 \_\_\_\_ #10 \_\_\_\_ #11 \_\_\_\_ #12

Palmer Park Softball Fields: \_\_\_\_ #1 \_\_\_\_ #2 \_\_\_\_ #3 \_\_\_\_ #4 \_\_\_\_ #5 \_\_\_\_ #6

Palmer Park Football Fields: \_\_\_\_ East \_\_\_\_ West

Special Instructions: \_\_\_\_\_

OFFICE USE ONLY -----

Deposit Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Deposit Received by: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Balance Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Balance Received by: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Reservation Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_